

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: <a href="mailto:applications@presidency.gov.za">applications@presidency.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms L Mphahlele
<b><u>CLOSING DATE</u></b>	:	14 March 2025
<b><u>NOTE</u></b>	:	Applications must include only Two (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> and a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret". The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidate will have to disclose their financial interests. Candidates will be subjected to a security clearance up to the level of "Top Secret".

**MANAGEMENT ECHELON**

<b><u>POST 08/22</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DDG/PRES/2025</u></b>
<b><u>SALARY</u></b>	:	R1 741 770 per annum (Level 15), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus an appropriate postgraduate or equivalent qualification on NQF level 8 as recognised by SAQA. 8 years' experience at Senior managerial level. Proven experience in managing a wide range of strategic business operations. It is expected of the successful candidate to have advanced communication skills, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, when necessary, problem solving and analysis, knowledge management, financial management, strategic capability leadership, program and project management, people management and empowerment, change management and business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. In depth understanding of the Public Service Regulatory Framework, good

understanding of Policy formulation process within government, monitoring and evaluation methods, tools and techniques.

**DUTIES**

: The key responsibilities are to provide efficient and effective leadership, management and administrative (operational) support services to the Principals and Branches of The Presidency. Assist The Presidency in the fulfilment of its mandate and responsibilities by managing all responsibilities as delegated by the Accounting Officer, Director-General and the Executive Authority. Determine the strategic direction for all the relevant chief directorates and directorates within the Corporate Management Branch. Provide strategic advice and leadership through alignment of the Branch goals to that of The Presidency's strategic objectives to the following Chief Directorates: Human Resources Management and Development. Protocol and Ceremonial; Events Management and Public Participation; Corporate Services; Management Policy and Research including the Independent Commission; Financial Management and Legal and Executive Services. Facilitate the building of strategic partnerships with stakeholders. Implement a corporate management governance framework aligned with relevant legislations and regulations to mitigate identified risks. Contribute to an effective leadership development culture and capacity building for The Presidency.

**ENQUIRIES**

: Ms Nonhlanhla Mshengu Tel No: (012) 300 5895

**NOTE**

: NB: Email applications must on the subject line state ONLY the Reference number: **DDG/PRES/2025** (with no spaces)

**POST 08/23**

: **CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES REF NO: LES/PRES/2025**

**SALARY**

: R1 436 022 per annum (Level 14), (all-inclusive package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A Senior Certificate plus an appropriate LLB qualification on NQF level 7 as recognized by SAQA and Admitted as Attorney or Advocate. LLM will be an added advantage. 5 years' experience at a Senior Management level. Experience in the public service is essential. Knowledge and understanding of legislation applicable in the public service, expertise in the government corporate management framework, financial management, problem solving and analysis, people management and empowerment, risk management, strategic planning and supply chain management prescripts.

**DUTIES**

: The successful candidate will be responsible for: Giving legal advice and drafting legal opinions on the application and effects of national legislation, Provide strategic direction to the unit and quality assurance on all legal issues and legal documentation in support of The Presidency. Provide day-to-day management of LES staff and provide PSLAs with support. Manage LES Communications and Stakeholder Relations. Manage and administer information and documents for LES. Conduct Strategic Planning, Budgeting and MTEF processes of the LES Chief Directorate to ensure high performance and cost effectiveness of legal services. Management of Legal risks.

**ENQUIRIES**

: Ms Nonhlanhla Mshengu Tel No: (012) 300 5895

**NOTE**

: NB: Email applications must on the subject line state ONLY the Reference number: **LES/PRES/2025** (with no spaces)

**POST 08/24**

: **CHIEF DIRECTOR: PROTOCOL, EVENTS AND CEREMONIAL SERVICES REF NO: PECS/PRES/2025**

**SALARY**

: R1 436 022 per annum (Level 14), (all-inclusive package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A Senior Certificate plus an appropriate Bachelor's Degree/Advanced Diploma in Administration/Management or equivalent qualification on NQF level 7 as recognized by SAQA. 5 years' experience at Senior Management Services. Candidate must have the following competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge of financial management. Problem solving and analysis. Strategic capability leadership. Program and project management, People management and empowerment, change management, Public Service Regulatory Framework, Policy formulation process within Government, Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Monitoring and evaluation methods, tools and techniques. In depth understanding of the Public Service Regulatory Framework, good understanding of Policy formulation process within government, monitoring and evaluation methods, tools and techniques.

**DUTIES**

: The successful candidate will be responsible for the following duties. Provide strategic leadership on protocol and ceremonial services. Manage and coordinate logistics for outgoing and incoming state, official and working visits of the Principals in conjunction with the Private Offices and the Department of International Relations and Cooperation (DIRCO). Manage all public engagements of the Principals. Manage allocations of Protocol Officers to Principal's events. Approves Order of Proceedings for Principals' engagements. Plan, manage and coordinate National Orders as well as State and Official Funerals. Plan, manage and coordinate Inauguration of the President. Manage and coordinate the swearing-in of the President, Deputy President, Ministers and Deputy Ministers. Chair The Presidency's Protocol Committee meetings to plan for domestic events of the Principals. Support DIRCO in the coordination of the international programme of the Principals. Provide strategic leadership in Events and Stakeholder Management. Develop,

manage and maintenance of an events calendar. Coordinate all internal and external stakeholders during the planning of events of the Principals and The Presidency. Facilitate the appointment, management and monitoring of service providers. Manage and render on-site technical support and advice on events. Recommend draft infrastructure specifications/requirements. Manage the guest RSVP system. Manage dinners and banquets. Submit post events reports. Public Liaison. Oversee written responses on all correspondence received from the public/society. Provide support in the management and coordination of protests and the delivery of Memorandum of demands/petitions at all buildings of The Presidency. Provide strategic leadership in the development and maintaining of good relations between The Presidency and the SA citizenry through regular interaction and interface with both the Internal and External Stakeholders via the Hotline, Provincial and National Government Departments. Management of support in the consolidation and reporting of the Principal's commitment during the Presidential Imbizo and other strategic interventions with members of the public. Support the ministries' outreach programs. Approve all the Chief Directorates reports, including post event reports.

**ENQUIRIES** : Ms Nonhlanhla Mshengu Tel No: (012) 300 5895  
**NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: PECS/PRES/2025 (with no spaces)

**POST 08/25** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM/PRES/2025**

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus an appropriate Degree in Supply Chain Management or relevant qualification on (NQF 7) as recognised by SAQA). 5 years' experience at middle/senior managerial level in a Supply Chain Management and Assets and Accounting (Finance) environment. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Candidate must have the following competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge of financial management. Problem solving and analysis. Strategic capability leadership. Program and project management, People management and empowerment, change management, an in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA) Broad-based black empowerment Act, Standards of Generally Recognised accounting Practice and the Public Finance Management Act. Public Service Regulatory Framework, Policy formulation process within Government, Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Monitoring and evaluation methods, tools and techniques.

**DUTIES** : The successful candidate will be responsible for the following duties: Provide support service to the Chief Financial Officer and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Provide strategic direction with regard to Supply Chain Management functions to the Directorate and the department. Manage Assets, Logistics, Contract Management as well as Acquisition sub-directorates. Manage the Department's LOGIS System, and database of all services to the department. Provide assistance with the determination of bid evaluation criteria and compilation of tender documents, evaluation of bids and recommendation to the Bid Committees. Liaise with relevant role players in the financial environment regarding transversal matters. Manage and negotiate contracts for and on behalf of the organisation. Manage and organise resources to achieve the strategic objectives of the organisation and directorate. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management. Management of procurement risk arising from contracts and asset disposals. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.

**ENQUIRIES** : Ms Beverly Nkwana Tel No: (012) 300 5522  
**NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: SCM/PRES/2025 (with no spaces)

#### OTHER POSTS

**POST 08/26** : **INFORMATION AND COMMUNICATION TECHNOLOGY DEVELOPER REF NO: ICT/PRES/2025**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus an applicable Bachelor's Degree/Advanced Diploma in Information Technology or related qualification on NQF level 7 as recognised by SAQA. Minimum of 3 to 5 years' relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Candidate must have the following competencies: Communication, both oral and

writing. Client orientation and customer focus. Honesty and integrity. Service delivery creativity and innovation. Able to learn new technologies quickly. Attention to detail, accuracy, Analytical skills, Critical thinker and problem-solving skills. Ability to work independently, under pressure, and in a team. Good time-management skills. Systems Analysis, documentation, and problem-solving skills problem. Able to communicate difficult procedures to users Knowledge Management. Financial management. Relational Database concepts and experience in SQL server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills .NET framework, C#. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques. Knowledge and interest in computer systems and the latest technologies.

**DUTIES** : The successful candidate will be responsible for the following duties: Analysis, design and develop business of applications based on user requirements. Develop Business Intelligent dashboards and reports for various systems. Accelerate ICT modernisation projects in particular automation and digitalisation of the business process. Develop in-house applications by routing information and correspondence through user-defined rules and actions. Evaluate, investigate and apply new technologies to enhance applications and systems within The Presidency and make recommendations to management. The development and maintenance of IT systems in support of strategic, operational and service delivery objectives. Support and maintenance of Information Communication Technology (ICT) Infrastructure. Implement, monitor, and upgrade multi-platform Information Technology software systems. Manage and Maintain Project and Programme Management and Monitoring Service Identifying areas for modification in current systems or applications and then developing those modifications. Draft quality Standard of Procedures (SOP) and document all work for future reference. Training users. Writing and testing application code. Discussing users' requirements and propose solutions. Integrate Software or application modules with third-party programs. Perform systems integration testing of the systems and applications. Work with other IT team to set specifications for new applications. Monitor the quality and performance of applications through testing and maintenance. Assist with software or application support and troubleshooting through interaction with the users.

**ENQUIRIES** : Mr Tsepo Ramosebi Tel No: (012) 300 5548  
**NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: ICT/PRES/2025 (with no spaces)

**POST 08/27** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: BUDGET/PRES/2025**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate plus a relevant Bachelor's degree or an equivalent qualification in Financial Management/Accounting on NQF level 7 as recognised by SAQA. Minimum of 3-5 years' experience in Finance environment. Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing and Presentation. The understanding of Financial Statements will serve as an advantage.

**DUTIES** : The successful candidate will be responsible for the following duties: Co-ordinate and consolidate inputs for compilation of Medium term Expenditure Framework (MTEF). Co-ordinate and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Compile adjustment Estimates of national expenditure (AENE) (reprioritisation, additional funds requests, movement of funds) for the branches. Allocate funds to the various responsibilities within the branches. Co-ordinates inputs for in Year Monitoring Report to the branches. Compile expenditure forecasts for the branches. Compile management reports on monthly basis. Give advice to budget managers and on issues relating to budget. Costing of the establishment. Assist with the preparation and review of the Financial Statements.

**ENQUIRIES** : Ms Beverly Nkwana Tel No: (012) 300 5522  
**NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: BUDGET/PRES/2025 (with no spaces)

**POST 08/28** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: EHW/PRES/2025**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Pretoria

- REQUIREMENTS** : A Senior Certificate plus a relevant Bachelor's degree in Social Work or Psychology with appropriate 5-7 years' work experience in Employee Health and Wellness environment with 3 years' experience in junior management and registered with either the South African Social Service Professional Council (SASSPC) or Health Professions Council of South Africa (HPCSA). A valid code 08/10 driver's licence. Candidate must have the following competencies: Financial management. People management. Knowledge management. Client oriented and customer focused (internal and external). Problem solving and analysis. Business acumen. Communication. Execution. Research. Prescripts, policies and practices. Negotiation skills. Motivation. Report writing. Influencing skills. Investigation skills. Computer literate. Conflict management. Counselling.
- DUTIES** : The successful candidate will be responsible for the following duties: Develop and implement policies, procedures and implementation plans to ensure a healthy and safe workplace environment. Conduct training sessions and workshops to ensure staff members are aware about the EHWP Programme. Manage the quality of work life within The Presidency. Procure and manage service providers for Employee Wellness services. Report on activities.
- ENQUIRIES** : Ms M Maake Tel No: (012) 300 5749
- NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: EHW/PRES/2025 (with no spaces)
- POST 08/29** : **ASSISTANT DIRECTOR: VETTING INVESTIGATIONS REF NO: VETTING/PRES/2025**
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor's Degree in Social Sciences OR equivalent qualification on NQF level 7. A minimum of (three) 3 to five (5) years' investigation experience. A valid driver's licence. Short courses in the following areas, analysis, conflict management, listening, interviewing and Vetting course from State Security Agency (SSA). Skills and competencies: Problem solving and analysis, decision making, team leadership, analytical skills, self-management, customer focus and responsiveness, creativity, communication skills, computer skills, delegation and development of others, planning, organising and execution, ability to manage conflict, diplomacy, language proficiency, listening skills, insight and report writing skills.
- DUTIES** : The successful candidate will be responsible for the following duties: Conducting vetting field-work investigations i.e. gather relevant information, conducting proper analysis and quality check on the information, compile and submit reports to management and State Security Agency on all vetting files and reports completed on a regular basis and conducting vetting investigations in respect of secret and top secret levels; Provide inputs for the development, implementation of policies, guidelines, norms and standards in vetting investigations i.e. analyse, research and evaluate all vetting related information, assist in development, implementation and maintenance of investigation operating procedures, provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies i.e. Liaise regularly with SSA, SAPS, SASS, Defence, Home Affairs, DPWI and other security clusters for advice, assistance and to obtain additional information, establish and promote relationships with external stakeholders, including credit information providers to access information. Administer files and partake in task teams dealing with matters related to vetting projects/processes i.e. participation in projects and task teams dealing with a variety of subject areas, administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated, advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines and conduct vetting and security related research and development.
- ENQUIRIES** : Mr I Photo Tel No: (012) 308-1759
- NOTE** : NB: Email applications must on the subject line state ONLY the Reference number: VETTING/PRES/2025 (with no spaces)
- POST 08/30** : **ASSISTANT DIRECTOR: LABOUR RELATIONS AND EMPLOYMENT EQUITY REF NO: LR&EE/PRES/2025**
- SALARY** : R444 081 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor's degree/Advanced Diploma in Labour Relations or equivalent qualification on NQF level 7. A minimum of (3) three years' to (5) Five relevant experience in Employee Relations environment of which 2 years is in a supervisory role. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Labour Relations Act.

**DUTIES**

: The successful candidate will be responsible for investigating cases of alleged transgression of employees and make recommendations. Represent the Presidency during disciplinary hearings. Ensure awareness/development of employees with regard to labour relations matters. Represent The Presidency in relevant forums. Liaise with employee organisation. Assist in ensuring employment equity compliance. Ensure keeping of appropriate records and statistics as required by law. Ensure effective electronic and manual filing system. Assist with the facilitation of the DBC activities. Execute matters pertaining of statutory requirements e.g. providing information, openness and transparency. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations' cases.

**ENQUIRIES**

: Adv Moloko Mamabolo Tel No: (012) 308 1643

**NOTE**

: NB: Email applications must on the subject line state Only the Reference number: LR&EE/PRES/2025 (with no spaces)